

NCO EVALUATION REPORT For use of this form, see AR 623-205; the proponent agency is ODCSPER							SEE PRIVACY ACT STATEMENT IN AR 623-205, APPENDIX C.		
PART I - ADMINISTRATIVE DATA									
a. NAME (Last, First, Middle Initial) Last, First MI				b. SSN 123-45-6789		c. RANK SSG		d. DATE OF RANK 990801	e. PMOSC 74B3O0000
f. UNIT, ORG., STATION, ZIP CODE OR APO, MAJOR COMMAND USASA-FB, FORT BELVOIR, VA22060 MDW							g. REASON FOR SUBMISSION 02 Annual		
h. PERIOD COVERED		i. RATED MONTHS	j. NON-RATED CODES	k. NO. OF ENCL	l. RATED NCO COPY (Check one and Date)		m. PSC Initials	n. CMD CODE	o. PSB CODE
FROM YYYY MM	THRU YYYY MM				1. Given to NCO Date				
0999 08	2000 07	10	Q		2. Forwarded to NCO			MW	MD11
PART II - AUTHENTICATION									
a. NAME OF RATER (Last, First, Middle Initial) Last, First MI				SSN 123-45-6789		SIGNATURE			
RANK, PMOSC/BRANCH, ORGANIZATION, DUTY ASSIGNMENT Rank, MOS or Branch, Unit								DATE	
b. NAME OF SENIOR RATER (Last, First, Middle Initial) Last, First MI				SSN 123-45-6789		SIGNATURE			
RANK, PMOSC/BRANCH, ORGANIZATION, DUTY ASSIGNMENT Rank, MOS or Branch, Unit								DATE	
c. RATED NCO: I understand my signature does not constitute agreement or disagreement with the evaluations of the rater and senior rater. I further understand my signature verifies that the administrative data in Part I, the rating officials in Part II, the duty description to include the counseling dates in Part III, and the APFT and height/weight entries in Part IVc are correct. I have seen the report completed through Part V,						SIGNATURE		DATE	
d. NAME OF REVIEWER (Last, First, Middle Initial) Last, First MI				SSN 123-45-6789		SIGNATURE			
RANK, PMOSC/BRANCH, ORGANIZATION, DUTY ASSIGNMENT Rank, MOS or Branch, Unit								DATE	
e. <input type="checkbox"/> CONCUR WITH RATER AND SENIOR RATER EVALUATIONS <input type="checkbox"/> NONCONCUR WITH RATER AND/OR SENIOR RATER EVAL (See attached comments)									
PART III - DUTY DESCRIPTION (Rater)									
a. PRINCIPAL DUTY TITLE Insert NCO's Job Title (ex. Operations NCO/Platoon Sergeant)						b. DUTY MOSC Insert Duty MOS (ex. 74B3O)			
c. DAILY DUTIES AND SCOPE (To include, as appropriate, people, equipment, facilities and dollars) Describe the job the NCO does; the beginning of the description starts with a capital letter; all subsequent duties are separated by a semi-colon and begin with a small letter; MOS code in Admin data is 9 digits; if the individual has an SQI, for instance an H identifier for instructor, it goes in the 5th space, if they do not have an SQI, a capital O goes in the 5th space, if the individual has an ASI it goes in the 6th and 7th space; no ASI, the 6th and 7th space gets a number 0; if the individual has a language ID, it goes in the 8th and 9th , otherwise capital O									
d. AREAS OF SPECIAL EMPHASIS Insert special things you want the individual to focus on during the rating period; subsequent comments are separated by a semi-colon									
e. APPOINTED DUTIES Insert duties that the individual is on appointment orders for;ex Unit Prevention Leader; Unit Equal Opportunity Representative; do not put Platoon Sergeant or Squad Leader; add those to principle duty title; counseling dates below; initial within 30 days of start rating period; 90 days for subsequent									
f. COUNSELING DATES				INITIAL 990828	LATER 991126	LATER 000222	LATER 000518		
PART IV - ARMY VALUES/ATTRIBUTES/SKILLS/ACTIONS (Rater)									
a. ARMY VALUES. Check either "YES" or "NO". Comments are mandatory for "No" entries; optional for "Yes" entries.)								YES	NO
<div style="display: flex; align-items: center;"> <div style="font-size: 4em; margin-right: 10px;">V A L U E S</div> <div> Loyalty Duty Respect Selfless-Service Honor Integrity Personal Courage </div> </div>								<input checked="" type="checkbox"/>	<input type="checkbox"/>
								<input type="checkbox"/>	<input checked="" type="checkbox"/>
								<input checked="" type="checkbox"/>	<input type="checkbox"/>
								<input checked="" type="checkbox"/>	<input type="checkbox"/>
								<input checked="" type="checkbox"/>	<input type="checkbox"/>
								<input checked="" type="checkbox"/>	<input type="checkbox"/>
								<input checked="" type="checkbox"/>	<input type="checkbox"/>
1. LOYALTY: Bears true faith and allegiance to the U. S. Constitution, the Army, the unit, and other soldiers. 2. DUTY: Fulfills their obligations. 3. RESPECT/EO/EEO: Treats people as they should be treated. 4. SELFLESS-SERVICE: Puts the welfare of the nation, the Army, and subordinates before their own. 5. HONOR: Lives up to all the Army values. 6. INTEGRITY: Does what is right - legally and morally. 7. PERSONAL COURAGE: Faces fear, danger, or adversity (physical and moral). Bullet comments o bullets begin with a small letter o and can be up to 2 lines o yes entries do not require an entry o no entries must be justified									

RATED NCO'S NAME (Last, First, Middle Initial) + Last, First MI		SSN 123-45-6789	THRU DATE +
PART IV (Rater) - VALUES/NCO RESPONSIBILITIES <div style="font-size: small; text-align: right;"> Specific Bullet examples of "EXCELLENCE" or "NEEDS IMPROVEMENT" are mandatory. Specific Bullet examples of "SUCCESS" are optional. </div>			
b. COMPETENCE o Duty proficiency; MOS competency o Technical & tactical; knowledge, skills, and abilities o Sound judgment o Seeking self-improvement; always learning o Accomplishing tasks to the fullest capacity; committed to excellence <div style="display: flex; justify-content: space-between;"> <div> EXCELLENCE (Exceeds std) <input type="checkbox"/> </div> <div> SUCCESS (Meets std) <input checked="" type="checkbox"/> </div> <div> NEEDS IMPROVEMENT (Some) (Much) <input type="checkbox"/> <input type="checkbox"/> </div> </div>		o thru date above must be entered manually, do not separate year and month with a space o AKO account E-Mail must be entered to the right of the rated NCO's name ex. (JOE.SMITH@) leave off army.mil extension o align bullets that take up two lines, hit enter (return at the end of the first line and then put three (3) spaces at the beginning of line two (2))	
c. PHYSICAL FITNESS & MILITARY BEARING o Mental and physical toughness o Endurance and stamina to go the distance o Displaying confidence and enthusiasm; looks like a soldier <div style="display: flex; justify-content: space-between;"> <div> EXCELLENCE (Exceeds std) <input type="checkbox"/> </div> <div> SUCCESS (Meets std) <input checked="" type="checkbox"/> </div> <div> NEEDS IMPROVEMENT (Some) (Much) <input type="checkbox"/> <input type="checkbox"/> </div> </div>		APFT PASS 0006 HEIGHT/WEIGHT 72/170 YES 0 APFT entry must contain either pass, fail, or profile depending on the NCOs status; if APFT is over 1 year old, status as of last unit test o height/weight and YES; if is taped and meets body fat standards entry is still YES; NO if NCO does not meet standard	
d. LEADERSHIP o Mission first o Genuine concern for soldiers o Instilling the spirit to achieve and win o Setting the example; Be, Know, Do <div style="display: flex; justify-content: space-between;"> <div> EXCELLENCE (Exceeds std) <input type="checkbox"/> </div> <div> SUCCESS (Meets std) <input type="checkbox"/> </div> <div> NEEDS IMPROVEMENT (Some) (Much) <input checked="" type="checkbox"/> <input type="checkbox"/> </div> </div>		o needs improvement or excellence ratings must be justified with bullet comments; bullet comments must be quantifiable and measurable o although bullets are optional for success, you will not be doing an NCO any favors by completing an NCOER with no bullets	
e. TRAINING o Individual and team o Mission focused; performance oriented o Teaching soldiers how; common tasks, duty-related skills o Sharing knowledge and experience to fight, survive and win <div style="display: flex; justify-content: space-between;"> <div> EXCELLENCE (Exceeds std) <input type="checkbox"/> </div> <div> SUCCESS (Meets std) <input type="checkbox"/> </div> <div> NEEDS IMPROVEMENT (Some) (Much) <input checked="" type="checkbox"/> <input type="checkbox"/> </div> </div>		o insert bullets that pertain to training the NCO provided for soldiers; training the NCO completed belongs in competence block o if an NCO receives a Needs Improvement block, he/she cannot be rated Among the Best	
f. RESPONSIBILITY & ACCOUNTABILITY o Care and maintenance of equipment/facilities o Soldier and equipment safety o Conservation of supplies and funds o Encouraging soldiers to learn and grow o Responsible for good, bad, right & wrong <div style="display: flex; justify-content: space-between;"> <div> EXCELLENCE (Exceeds std) <input type="checkbox"/> </div> <div> SUCCESS (Meets std) <input checked="" type="checkbox"/> </div> <div> NEEDS IMPROVEMENT (Some) (Much) <input type="checkbox"/> <input type="checkbox"/> </div> </div>		o insert bullets that show that the NCO is responsible and capable of taking care of soldiers and equipment o insert bullets that show that the NCO has encouraged and coached soldiers to better themselves	
PART V - OVERALL PERFORMANCE AND POTENTIAL			
a. RATER. Overall potential for promotion and/or service in positions of greater responsibility. <div style="display: flex; justify-content: space-around;"> <div> AMONG THE BEST <input type="checkbox"/> </div> <div> FULLY CAPABLE <input checked="" type="checkbox"/> </div> <div> MARGINAL <input type="checkbox"/> </div> </div>		e. SENIOR RATER BULLET COMMENTS o senior rater comments should include o recommendations for promotions; ex. promote ahead of peers, promote now, promote with peers o potential for serving in positions of greater responsibility o recommendations for schooling; ex. select for ANCOC now o other bullets that show how well (bad) individual performs	
b. RATER. List 3 positions in which the rated NCO could best serve the Army at his/her current or next higher grade. <u>3 positions that correspond to the</u> <u>individuals MOS; refer to</u> <u>AR 611-201 for job progression</u>			
c. SENIOR RATER. Overall performance <div style="display: flex; justify-content: space-around;"> <div>1</div><div>2</div><div>3</div><div>4</div><div>5</div> </div> <div style="display: flex; justify-content: space-around; font-size: x-small;"> <div>Successful</div><div>Fair</div><div>Poor</div> </div>		d. SENIOR RATER. Overall potential for promotion and/or service in positions of greater responsibility. <div style="display: flex; justify-content: space-around;"> <div>1</div><div>2</div><div>3</div><div>4</div><div>5</div> </div> <div style="display: flex; justify-content: space-around; font-size: x-small;"> <div>Superior</div><div>Fair</div><div>Poor</div> </div>	